

UTAH SCHOOL CHEMICAL CLEANOUT		
To be completed by _____		
HAZARDOUS WASTE MANAGEMENT CHECK LIST		
GENERAL (adapted from Extracts from the <i>King County - Lab Waste Management Guide</i> http://www.govlink.org/hazwaste/publications/LabGuidelinesRevAugust06.pdf	YES	NO
The manager of a laboratory has established, follows and supports a laboratory waste management policy.		
Waste management policy includes written procedures and defines responsibilities.		
The School's Science Laboratories have a staff member responsible for coordinating hazardous materials management and ensuring regulatory compliance.		
The School's Science Laboratories have implemented a written Chemical Hygiene Plan in accord with Occupational Health and Safety Administration (OSHA) requirements.		
The School Science Laboratories' Chemical Hygiene Plan includes a waste disposal program that:		
✓ Complies with Department of Transportation regulations (CFR 49) when transporting wastes.		
✓ Promptly disposes of unlabeled containers. If partially used, they should not be opened.		
✓ Removes waste from laboratories to a central waste storage area at least once a week and from the central waste storage area at regular intervals.		
✓ Avoids indiscriminate disposal by pouring waste chemicals down the drain or adding them to mixed refuse for landfill burial. This is unacceptable and often illegal.		
✓ Disposes of wastes by recycling, reclamation or chemical deactivation whenever possible.		
✓ Avoids stocking over 2.2 pounds or 1.0 kilograms of "P-listed" chemical products (WACs173-303-9903.) This could help you stay below large quantity hazardous waste generator status.		
Before deactivating hazardous wastes for sewer or solid waste disposal, you check with the regulating agency to see if the process is acceptable. Written documentation of chemical deactivation activities may be required.		
All empty containers that contained P-listed wastes and pesticides are triple rinsed before being disposed at a sanitary landfill.		
All shipments of hazardous waste are packaged, labelled, marked, and placarded in accordance with the Department of Transportation (DOT) requirements.		
Certification: I hereby certify that I have completed all of the above activities in fulfillment of my responsibilities as the chemical management representative for my department.		

Signature	Name (print)	
_____	_____	
Site Administrator	School	
_____	_____	
Date Completed:		

http://www.kdheks.gov/waste/download/school_chemical_guidance_book_1001.pdf

WASTE CHEMICAL DISPOSAL GUIDANCE FOR SCHOOLS

Kansas Department of Health & Environment

UTAH SCHOOL CHEMICAL CLEANOUT			
<i>CHECK LIST FOR SAFE MANAGEMENT OF HAZARDOUS WASTE</i>			
To be completed by _____			
HAZARDOUS WASTE MANAGEMENT			
Steps For Small Quantity Generators (SQGs) (adapted from Extracts from the <i>King County - Lab Waste Management Guide</i> http://www.govlink.org/hazwaste/business/whattodo.html)		YES	NO
All hazardous waste on site is identified.			
To remain an SQG, the school generates less than 220 pounds of hazardous waste (or 2.2 pounds of certain wastes) per month, or batch, and accumulates less than 2,200 pounds. (Include all hazardous wastes in these calculations.)			
Waste is properly stored and labelled.			
School personnel reduce, reuse, recycle or treat waste instead of disposing of it.			
Waste that requires disposal ultimately goes to a permitted hazardous waste management facility, also called a treatment, storage and disposal facility.			
School administrators have carefully chosen a vendor to recycle, treat or dispose of your waste if it's not recycled or treated on-site and have:			
<ul style="list-style-type: none"> ✓ Arranged for the vendor to transport the waste. If the vendor does not provide this service, SQGs may transport their own waste, but this has drawbacks. You must still comply with Department of Transportation regulations and you should contact your automobile insurance company to ensure that you are covered for this type of vehicle usage. ✓ Complied with Department of Transportation regulations (CFR 49) when transporting wastes. 			
School personnel are trained and prepared for emergencies.			
The school keeps records such as receipts, bills of lading, manifests and logs showing amounts and types of wastes with destinations and dates.			
The school complies with other regulations pertaining to hazardous materials and wastes. These include health and safety, fire code, air pollution, surface and ground water, sanitary sewer and solid waste regulations.			
The school disposes of wastes by recycling, reclamation or chemical deactivation whenever possible.			
The school avoids stocking over 2.2 pounds or 1.0 kilograms of "P-listed" chemical products (WAC 173-303-9903.) This could help you stay below large quantity hazardous waste generator status.			
Before personnel attempt to deactivate hazardous wastes for sewer or solid waste disposal, they check with the regulating agency to see if the process is acceptable. Written documentation of chemical deactivation activities may be required.			
Certification: I hereby certify that I have completed all of the above activities in fulfillment of my responsibilities as the chemical management representative for my department.			

Signature	Name (print)		

Site Administrator	School		

Date Completed:			